

REQUEST FOR PLAN AMENDMENT

City of Tucson Department of Urban Planning & Design



Date Application Filed _____ Received By _____

Name of Neighborhood/Area Plan _____

Plan Amendment File Name _____

Fee _____ Receipt No. _____ Case Cross References _____

FOR URBAN PLANNING & DESIGN USE (Do not write in this block)

PROPERTY INFORMATION (Attach separate sheets as needed)

A. Address of Proposed Amendment Site: _____

B. Area of Site in Acres or Square Feet: _____

C. Legal Description of Property/s: Lot _____ Block _____

Subdivision _____

D. State Tax Code of Property/s: _____

E. Existing Zoning: _____

NEIGHBORHOOD OFFER-TO-MEET INFORMATION

The applicant will submit the following neighborhood contact information with the application (Attach separate sheets as needed).

- A. Owners of property within three hundred feet of the subject site
- B. All neighborhood associations on record with the City within one mile of the subject site
- C. All homeowner associations on record with the City within one mile of the subject site
- D. Plan development Steering Committee seven years following adoption of the plan covering the subject site
- E. Council Ward office(s) where subject site is located
- F. The neighborhood meeting notification letter which includes the following:
 - 1. The type of process for which the applicant will apply (Plan Amendment/Rezoning/Special Exception)
 - 2. A description of the changes for which the applicant will apply
 - 3. The date, time, and location of the meeting; and,
 - 4. The contact person, company, or official applicant's name and phone number
- G. Documentation of meeting
 - 1. Attendance/sign-in sheet
 - 2. Meeting minutes
 - 3. Any modifications to the proposed amendment request as a result of comments received at the meeting

PLAN AMENDMENT REQUEST INFORMATION (Attach separate sheets as needed)

- A. A description of the section of the plan for which the amendment is requested: _____

- B. A statement by the applicant explaining why this amendment is necessary and how it is consistent with the overall goal(s) of the plan. _____

- C. Proposed new language and/or maps which incorporate this change: _____

- D. Though not required, the applicant is encouraged to submit a concept plan of the proposed development, particularly for sites of two and one-half acres or greater. This concept plan will not be formally adopted.

APPLICANT INFORMATION

_____ Name of Applicant		_____ Name(s) of Current Owner(s)	
_____ Address		_____ Address	
_____ Zip Code	_____ Phone	_____ Zip Code	_____ Phone
_____ Name of Agent Handling the Case (Liaison to Urban Planning & Design Staff)			
_____ Name of Firm			
_____ Address		_____ Zip Code	
_____ Phone		_____ Fax Number	

Signatures

A. Applicant: _____ Date: _____

B. Owner(s): _____ Date: _____

Date: _____

C. Agent: _____ Date: _____
(If Other than A



CITY OF TUCSON

URBAN PLANNING & DESIGN DEPARTMENT

PLAN AMENDMENT FEE CALCULATION

(REVIEW DEVELOPMENT STANDARD NO. 1-05.3.0 FOR FURTHER INFORMATION)

NOTE: Before submitting Plan Amendment application, applicant must hold a neighborhood meeting. Ownership/ notification labels are available from this office, for a fee of \$200. If applicant submits the Plan Amendment application within 30 days of issuance of labels, the \$200 will be deducted from the total Plan Amendment application fee.

1. **STAFF REVIEW - \$500 or 40% of the staff review fee that would be required for a rezoning case under the current fee schedule (see below), whichever is greater**\$ +

Use the following computation to figure 40% of the staff review fee for a rezoning:

Fee for requested _____ zone (see DS1-05.2.2A): \$ +

\$ _____ per _____ # of acres \$

Total staff review fee for rezoning: \$ x

40%

40% of the staff review fee for a rezoning \$

(If this figure is more than \$500, enter this figure on line 1 above.)

2. **LEGAL ADVERTISEMENTS FOR TWO PUBLIC HEARINGS**
(Planning Commission and Mayor and Council)\$ 500.00 +

3. **NOTIFICATION LABELS FOR TWO PUBLIC HEARINGS**
(Planning Commission and Mayor and Council)\$ 350.00 +

4. **RESOLUTION DISPLAY AD**\$ 300.00

5. **SUBTOTAL PLAN AMENDMENT FEE (add items 1 through 4)**\$ +

6. **MICROFILMING (1% of Subtotal Amendment Fee, item 5)**.....\$

7. **TOTAL PLAN AMENDMENT FEE**
(add items 5 and 6).....\$ (-)

8. **IF APPLICABLE, SUBTRACT \$200 CHARGED FOR LABELS FOR PREAPPLICATION NEIGHBORHOOD MEETING (SEE NOTE ABOVE)**.....\$ 200.00

Date of issuance of labels for

preapplication neighborhood meeting:

Date of submittal of Plan Amendment application:

9. **REVISED TOTAL PLAN AMENDMENT FEE**
IF ITEM 8 APPLIES (subtract item 8 from item 7)\$

EXAMPLE OF CALCULATION OF PLAN AMENDMENT FEE

Requested zone: I-1

No. of acres of property: 8.5

No. of stories of proposed building: 2

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NOTE: Before submitting Plan Amendment application, applicant must hold a neighborhood meeting. Ownership/ notification labels are available from this office, for a fee of \$200. If applicant submits the Plan Amendment application within 30 days of issuance of labels, the \$200 will be deducted from the total Plan Amendment application fee.

1. **STAFF REVIEW - \$500 or 40% of the staff review fee that would be required for a rezoning case under the current fee schedule (see below), whichever is greater**\$ **3,640.00** +

Use the following computation to figure 40% of the staff review fee for a rezoning:

Fee for requested <u>I-1</u> zone (see DS1-05.2.2A):	\$	4,000.00	+
\$ <u>600</u> per <u>8.5</u> # of acres	\$	5,100.00	
Total staff review fee for rezoning:	\$	9,100.00	x
		40%	

40% of the staff review fee for a rezoning \$ **3,640.00**

(If this figure is more than \$500, enter this figure on line 1 above.)

2. **LEGAL ADVERTISEMENTS FOR TWO PUBLIC HEARINGS**

(Planning Commission and Mayor and Council)\$ **500.00** +

3. **NOTIFICATION LABELS FOR TWO PUBLIC HEARINGS**

(Planning Commission and Mayor and Council)\$ **350.00** +

4. **RESOLUTION DISPLAY AD**\$ **300.00**

5. **SUBTOTAL PLAN AMENDMENT FEE (add items 1 through 4)**\$ **4,790.00** +

6. **MICROFILMING (1% of Subtotal Amendment Fee, item 5)**.....\$ **47.90**

7. **TOTAL PLAN AMENDMENT FEE**

(add items 5 and 6).....\$ **4,837.90** (-)

8. **IF APPLICABLE, SUBTRACT \$200 CHARGED FOR LABELS FOR**

PREAPPLICATION NEIGHBORHOOD MEETING (SEE NOTE ABOVE).....\$ **200.00**

Date of issuance of labels for

preapplication neighborhood meeting:

Date of submittal of Plan Amendment application:

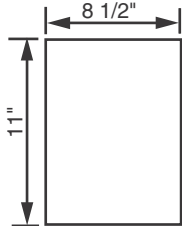
9. **REVISED TOTAL PLAN AMENDMENT FEE.**

IF ITEM 8 APPLIES (subtract item 8 from item 7)\$ **4,637.90**

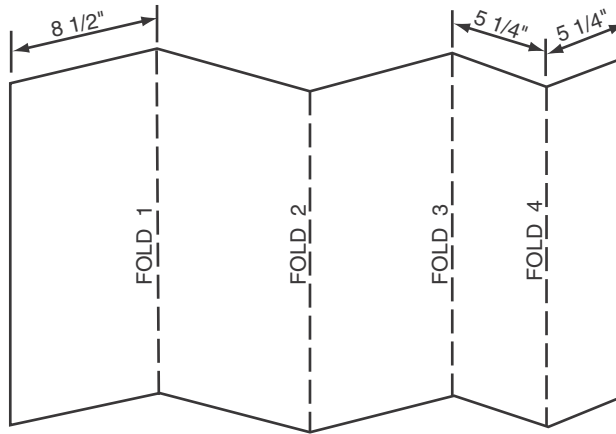
HOW TO FOLD A 24"X36" MAP INTO THE REQUIRED 8 1/2"X11" SIZE

STEP 1

Using an 8 1/2" x 11" size sheet of paper as a guide, make folds 1, 2, and 3.



This instruction sheet is
8 1/2" X 11" size.



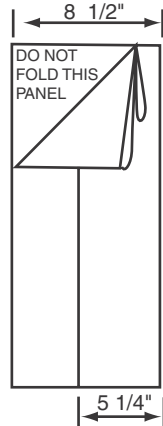
STEP 2

Fold the remaining 10 1/2" in half. This completes fold number 4.

STEP 3

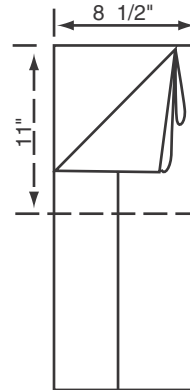


With the 5 1/4" fold
to the right,

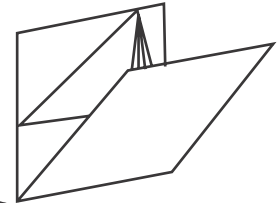


Fold down the corner
all but the last panel.

STEP 4

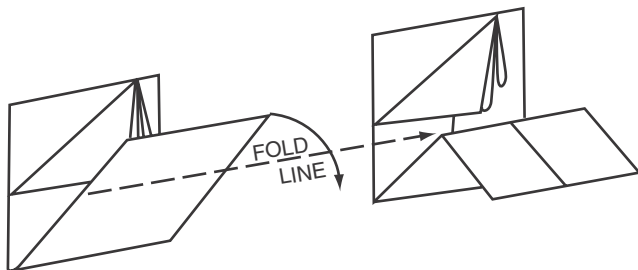


FOLD
LINE



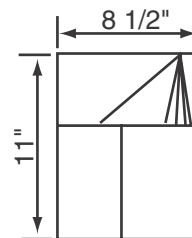
Fold the lower
portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded map should be 8 1/2" X 11".

NOTE: The example given is for folding the standard 24 inch by 36 inch map. If for some reason you need a larger or smaller map, the number of folds will be more or less, but the principle will be the same.